



**OKLAHOMA**  
Medical Marijuana  
Authority

# **Metrc Users' Guide for OMMA Commercial Licensees**



# Metrc Users' Guide

OMMA assembled this guide to help licensees navigate common issues in Metrc.

If you need more help with Metrc, contact Metrc Support at [support@metrc.com](mailto:support@metrc.com) or 877-566-6506. Metrc will contact OMMA directly on your behalf if Metrc needs OMMA's help on your issue.

If you reach out to OMMA, our staff will ask for your Metrc ticket number first. If you haven't yet contacted Metrc, OMMA will refer you to Metrc – this process has improved response times.

## Metrc Resources

At [metrc.com/partner/oklahoma](https://metrc.com/partner/oklahoma):

- [New Business Training](#) for businesses just getting started in Metrc
- [Metrc Learn](#) is Metrc's training and information platform.
- [Metrc Bulletins](#) are messages to licensees from Metrc with updates, tips and other important information.
- [Training videos](#) from Metrc help explain how to use the platform.
- [Metrc's FAQs](#) have background information specific to Oklahoma.
- [Validated integrators](#) for Oklahoma are software providers approved by Metrc that provide additional tools to OMMA-licensed businesses using Metrc.

At [omma.ok.gov/s2s](https://omma.ok.gov/s2s):

- [Basics about the seed-to-sale program in Oklahoma](#)
- [Comprehensive list of FAQs](#)

## Harvest Batches

All harvested medical marijuana must be separated into harvest batches. Harvest batches must be uniform in strain, cultivation practices, grow location, dry/cure conditions and harvesting time. Inventories must be reconciled each day in Metrc at the close of business. Samples from each harvest batch must be tested.

Batch size is very important when harvesting. Harvest batches must be no more than 15 pounds. An exception is plant material that will be transferred to a processor for concentrate production, which may be in batches of no more than 50 pounds.

Please review [Metrc Bulletin 15](#) and [Metrc Bulletin 19](#) in the Appendix for details.

## Harvest and Production Batch Packaging

For proper harvest and production batch packaging, review user guides available under the "Support" tab on your Metrc account homepage. Other resources include OMMA's [Metrc FAQs](#) at [omma.ok.gov/s2s](https://omma.ok.gov/s2s), and links at [metrc.com/partner/Oklahoma](https://metrc.com/partner/Oklahoma) to [Metrc bulletins](#) and [Metrc Learn](#).

## Primary and Reserve Testing Samples

Samples from each harvest and production batch are required to be submitted for testing. Samplers are required to collect both primary and reserve samples from each harvest or production batch. Retests requested by the licensee are required to be performed on the reserve sample first.

Please review [Metrc Bulletin 9](#) in the Appendix for details.

# Metrc Users' Guide

## Tags for Samples

Testing samples sent to labs MUST have the Metrc package tag affixed to the container/product. This applies to both the primary and reserve testing samples.

## Virtual Transfers

OMMA will not grant permission for virtual transfers prohibited in our rules or state. We are unable to make exceptions for errors or mistakes like accepting delivery in Metrc before physical delivery and or accepting a delivery with missing or damaged products either digitally (in Metrc) or physically. It's important to check the entire delivery for accuracy before accepting it in Metrc and physically. Licensees must accept or reject each package on a manifest in its entirety – you can't accept only part of a package.

When a product is missing or in similar cases when a licensee chooses to refuse a delivery, the licensee must refuse the entire package on the delivery manifest and return the products with proper documentation on the physical and digital manifests. Licensees cannot accept only part of a package.

If your company's physical and digital inventory do not match after a transfer has already been completed and you have product on hand that is unaccounted for in Metrc, please fill out the contact form at [omma.ok.gov/contact](https://omma.ok.gov/contact) and select "Seed-to-Sale (Metrc)" in the field for "Regarding."

## Compliance

Being credentialed in Metrc and using it to track your inventory is required by state law and OMMA rules. Licensees are responsible for ensuring all information and actions in Metrc are also compliant with OMMA rules and state law – Metrc is a tracking system, not a compliance tool, and some actions or information allowed in Metrc may not be compliant. You may consider seeking legal advice if you're unsure about compliance requirements.

## Re-Testing

OMMA rules allow re-testing of products only for failures that allow a product to be decontaminated or remediated.

Products with failures for heavy metals, pesticides or mycotoxins can't be remediated or decontaminated and must be legally disposed of as waste. Products may also not be re-tested for potency. Licensees may not take products that have already been tested to a second lab for a new test – it's commonly referred to as "lab shopping," and it's against OMMA Rules.

## Item Categories

Metrc and OMMA compiled tables to help licensees determine which Metrc product categories to select for different products or stages of production, and the required testing. The production stages and products include finished plant material, concentrates/extracts and infused products.

Please review [Metrc Bulletin 19](#) in the Appendix for details.

## Plant Waste

There are different procedures within Metrc to properly designate material as waste. Metrc compiled guidance on how to create waste items, create waste packages for different types of plant material, clone waste packages and transferring waste packages.

Please review [Metrc Bulletin 10](#) in the Appendix for details.

<b>Bulletin Number:</b> OK_IB_09	<b>Distribution Date:</b> 07/01/22	<b>Effective Date:</b> Ongoing
<b>Contact Point:</b> <a href="mailto:support@metrc.com">support@metrc.com</a>	<b>Subject(s):</b> Creating Test Samples and Reserve Samples	

Greetings Metrc Users,

This bulletin is intended to clarify the process for (1) Creating and submitting a Test Sample, and (2) Reserving sample(s) for testing in Metrc.

In addition to information provided in this bulletin, a video will be available next week in the [Metrc Knowledge Center](#) that explains the process.

## **Test Samples vs Reserve Samples**

A Test Sample must be created from the correct source package and transferred from the license where the source package is located. In addition, all Test Sample Packages must be created using the “Submit for Testing” button. Examples include:

**Test Sample of useable marijuana after it has been packaged into a 15-pound raw plant material package:**

1. Create the Test Sample as a “Test Sample Package” using the “Submit for Testing” button. The Item Name for the Test Sample should be identical to the Source Package.

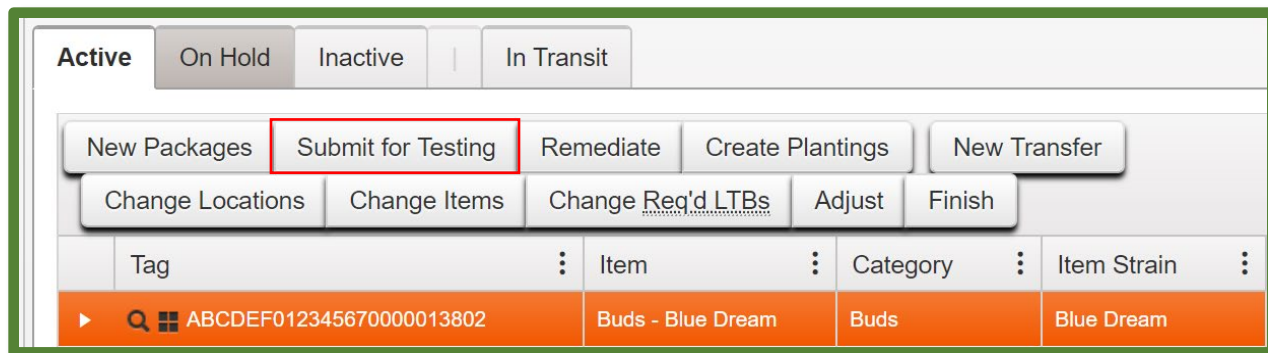
**Test Sample of a Production Batch of Concentrate, Infused Edible, or Infused Non-Edible:**

1. When creating a Test Sample from a production batch, create the Test Sample using the “Submit for Testing” button. The Item Name for the Test Sample should be identical to the Source Production Batch Package.

Please follow the process below when creating a Test Sample:

## **Creating a Test Sample**

When creating a Test Sample, first select the Source Package then select the “Submit for Testing” button as shown below in **Figure 1**. This is the same process for all products being tested. This will open an action window.



The screenshot shows the Metrc interface with a green border. At the top, there are tabs: 'Active' (selected), 'On Hold', 'Inactive', and 'In Transit'. Below these are several buttons: 'New Packages', 'Submit for Testing' (highlighted with a red border), 'Remediate', 'Create Plantings', and 'New Transfer'. Underneath these are more buttons: 'Change Locations', 'Change Items', 'Change Req'd LTBs', 'Adjust', and 'Finish'. At the bottom, there is a table with four columns: 'Tag', 'Item', 'Category', and 'Item Strain'. The first row of the table contains the following data: 'ABCDEF012345670000013802', 'Buds - Blue Dream', 'Buds', and 'Blue Dream'.

Tag	Item	Category	Item Strain
▶ 🔍 ABCDEF012345670000013802	Buds - Blue Dream	Buds	Blue Dream

**Figure 1: Select Source Package & Submit for Testing button to create a Test Sample**

Once the action window is open, indicate the new Test Sample tag number, Location, Item Name, Quantity, and Package Date. The next step is the selection of the “Required Testing” Test Batch. In this step, check the box that matches the Product Type of the Source Package and Test Sample, or the appropriate batch for the R&D Testing. This will indicate to the testing facility which Test Type(s) are required for the test sample. In **Figure 2** (below), the test sample “Pineapple Express Buds” test batch “Raw Plant Material” should be selected.

**Submit for Testing**

New Package Sample # 1 (clear)

New Tag 1A4FF010000012D000000155 Q

Location Transfer Vault Q

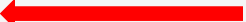
☒ Same Item

Quantity 12.8 ↓ Grams ↓ Σ

Note

Package Date 📅 07 / 01 / 2022 today

Required Testing

- ☐ Additional Metals - Infused Products
- ☐ Additional Other - Infused Products
- ☐ Additional Pesticides - Infused Products
- ☐ Additional Residual Solvents - Infused Products
- ☐ Flash Frozen/Whole Wet Plant
- ☐ Infused Edible
- ☐ Infused Non-Edible
- ☐ Non-Solvent Concentrate
- ☐ R&D Testing - Aspergillus Panel
- ☐ R&D Testing - Bile-Tolerant Gram-Negative Bacteria
- ☐ R&D Testing - Metals
- ☐ R&D Testing - Mycotoxins
- ☐ R&D Testing - Pesticides
- ☐ R&D Testing - Potency (Infused Products)
- ☐ R&D Testing - Potency (Raw Plant Material or Concentrates)
- ☐ R&D Testing - Pseudomonas Aeruginosa
- ☐ R&D Testing - Residual Solvents
- ☐ R&D Testing - Salmonella
- ☐ R&D Testing - Staphylococcus Aureus
- ☐ R&D Testing - STEC
- ☐ R&D Testing - Terpenes (Infused Products)
- ☐ R&D Testing - Terpenes (Raw Plant Material & Concentrates)
- ☐ R&D Testing - Total Aerobic Microbial Count
- ☐ R&D Testing - Total Yeast and Mold
- ☐ R&D Testing - Water Activity
- ☒ Raw Plant Material 
- ☐ Raw Pre-Rolls (Multi-Harvest Batch)
- ☐ Raw Pre-Rolls (Single Harvest Batch)
- ☐ Retest (All)
- ☐ Solvent Based Concentrate
- ☐ Sub-Contract (Testing Facility Use Only)

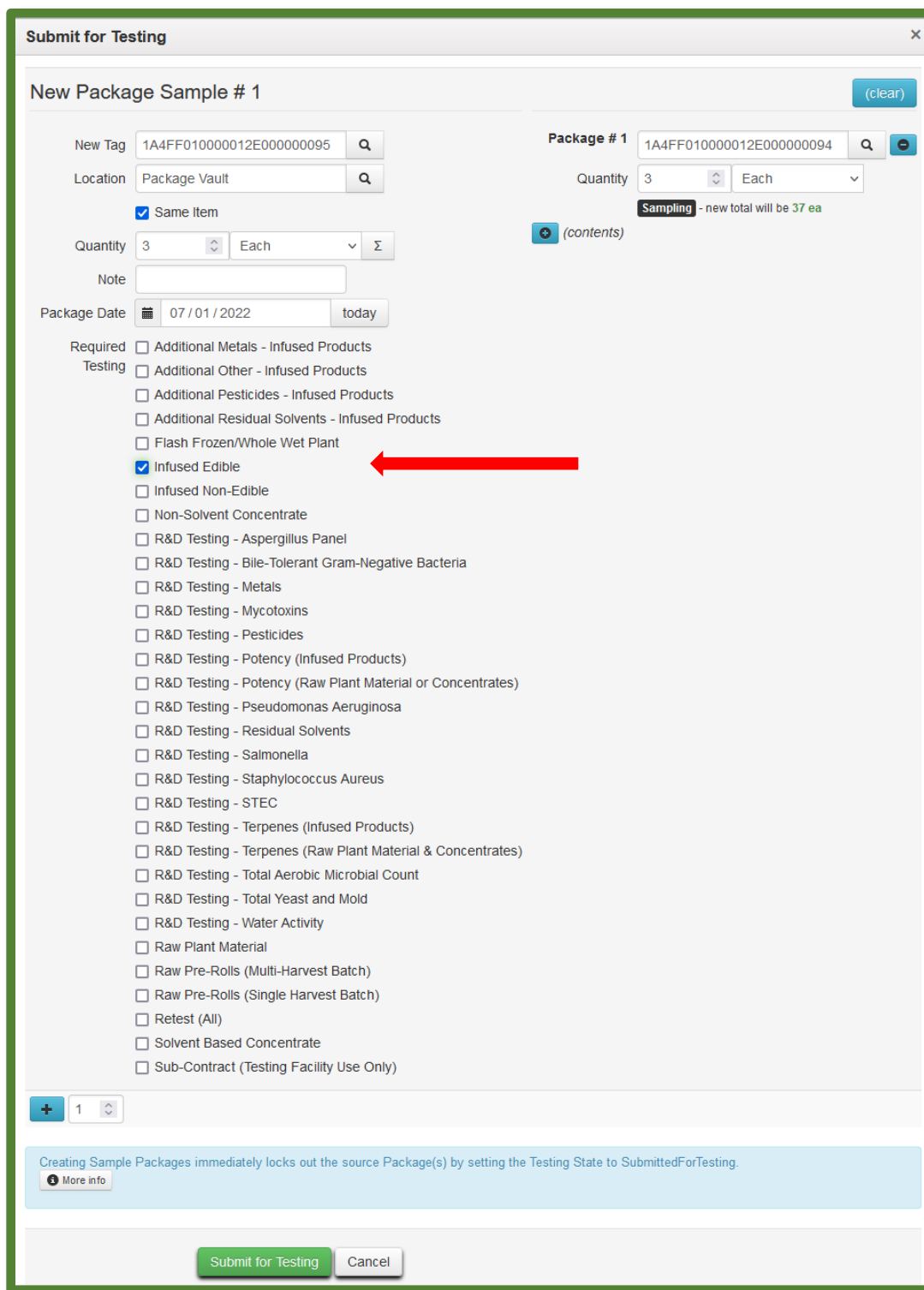
+ 1 ↓

Creating Sample Packages immediately locks out the source Package(s) by setting the Testing State to SubmittedForTesting.  
More info

Submit for Testing Cancel

Figure 2: Select Required Test for Package Based on Item Type

In **Figure 3** below, the “Brownies 40mg” test sample shows as the required Lab Test Batch of “Infused Edible” that is selected.



**Submit for Testing**

New Package Sample # 1 (clear)

New Tag: 1A4FF010000012E000000095 Q

Location: Package Vault Q

☒ Same Item

Quantity: 3 Each Σ

Note:

Package Date: 07/01/2022 today

**Required Testing**

- ☐ Additional Metals - Infused Products
- ☐ Additional Other - Infused Products
- ☐ Additional Pesticides - Infused Products
- ☐ Additional Residual Solvents - Infused Products
- ☐ Flash Frozen/Whole Wet Plant
- ☒ Infused Edible
- ☐ Infused Non-Edible
- ☐ Non-Solvent Concentrate
- ☐ R&D Testing - Aspergillus Panel
- ☐ R&D Testing - Bile-Tolerant Gram-Negative Bacteria
- ☐ R&D Testing - Metals
- ☐ R&D Testing - Mycotoxins
- ☐ R&D Testing - Pesticides
- ☐ R&D Testing - Potency (Infused Products)
- ☐ R&D Testing - Potency (Raw Plant Material or Concentrates)
- ☐ R&D Testing - Pseudomonas Aeruginosa
- ☐ R&D Testing - Residual Solvents
- ☐ R&D Testing - Salmonella
- ☐ R&D Testing - Staphylococcus Aureus
- ☐ R&D Testing - STEC
- ☐ R&D Testing - Terpenes (Infused Products)
- ☐ R&D Testing - Terpenes (Raw Plant Material & Concentrates)
- ☐ R&D Testing - Total Aerobic Microbial Count
- ☐ R&D Testing - Total Yeast and Mold
- ☐ R&D Testing - Water Activity
- ☐ Raw Plant Material
- ☐ Raw Pre-Rolls (Multi-Harvest Batch)
- ☐ Raw Pre-Rolls (Single Harvest Batch)
- ☐ Retest (All)
- ☐ Solvent Based Concentrate
- ☐ Sub-Contract (Testing Facility Use Only)

+ 1 -

Creating Sample Packages immediately locks out the source Package(s) by setting the Testing State to SubmittedForTesting. More info

Submit for Testing Cancel

**Figure 3: Selecting Required Test for Infused Edible Test Samples**

Please remember to select only the Test Batch that correlates with the Product Type being tested for state required testing. If the incorrect Test Batch is chosen, the product will be locked and show a “Testing in Progress” status once all test results have been entered by the testing facility. If this occurs, please contact Metrc Support for next steps.

**Note for all testing facilities:** If there are test samples in your Active Packages Inventory that are locked after entering all test results, please reach out to Metrc Support with the sample information.

## Creation of Reserve Samples

A Reserve Sample must be created and transferred from the correct license where the Source Package is located and must be created using the “New Packages” button (**NOT the “Submit for Testing” button**). Examples include:

**Reserve Sample of useable marijuana after it has been packaged into 15-pound raw plant material packages:**

1. Create the Reserve Sample as a Regular Package from the correct Source Package. The Item Name for the Reserve Sample should be identical to the Source Package.
2. Manifest the Reserve Sample Package to the testing facility that will be testing the sample(s).

**Reserve Testing of Concentrates, Infused Edibles, or Infused Non-Edibles from Production Batches:**

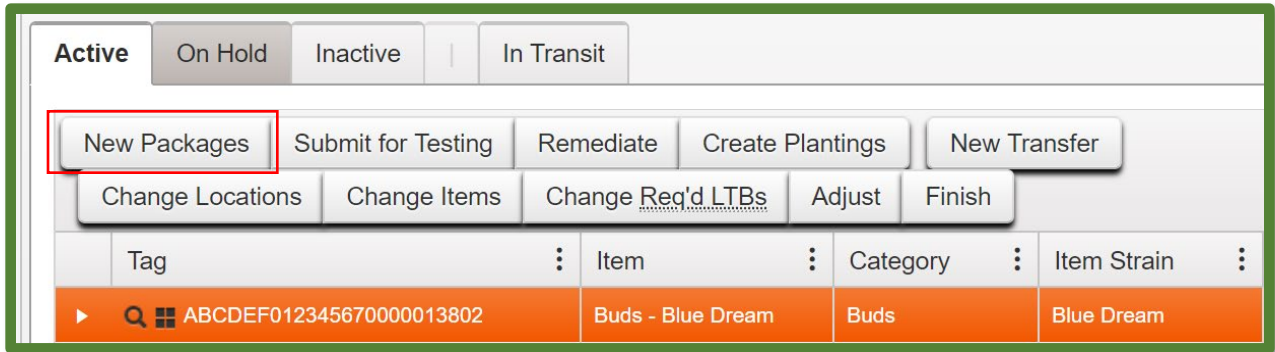
1. If R&D testing is to be done on a specific production batch package, create a Regular Package from the Lot Package that contains the quantity of product to be submitted for R&D testing. An Item for this purpose will need to be created under the Admin functionality. The Item Name should read “R&D [production run number]” - Please use the correct production run number.
2. Manifest the R&D package to the Testing Laboratory that will transport the sample(s) for testing.

Please follow the process below when creating a Reserve Sample:

## Creating a Reserve Sample

When creating a reserve sample, first select the Source Package, then select the “New Packages” button (as shown below in **Figure 3**). This same process applies for all products being tested.

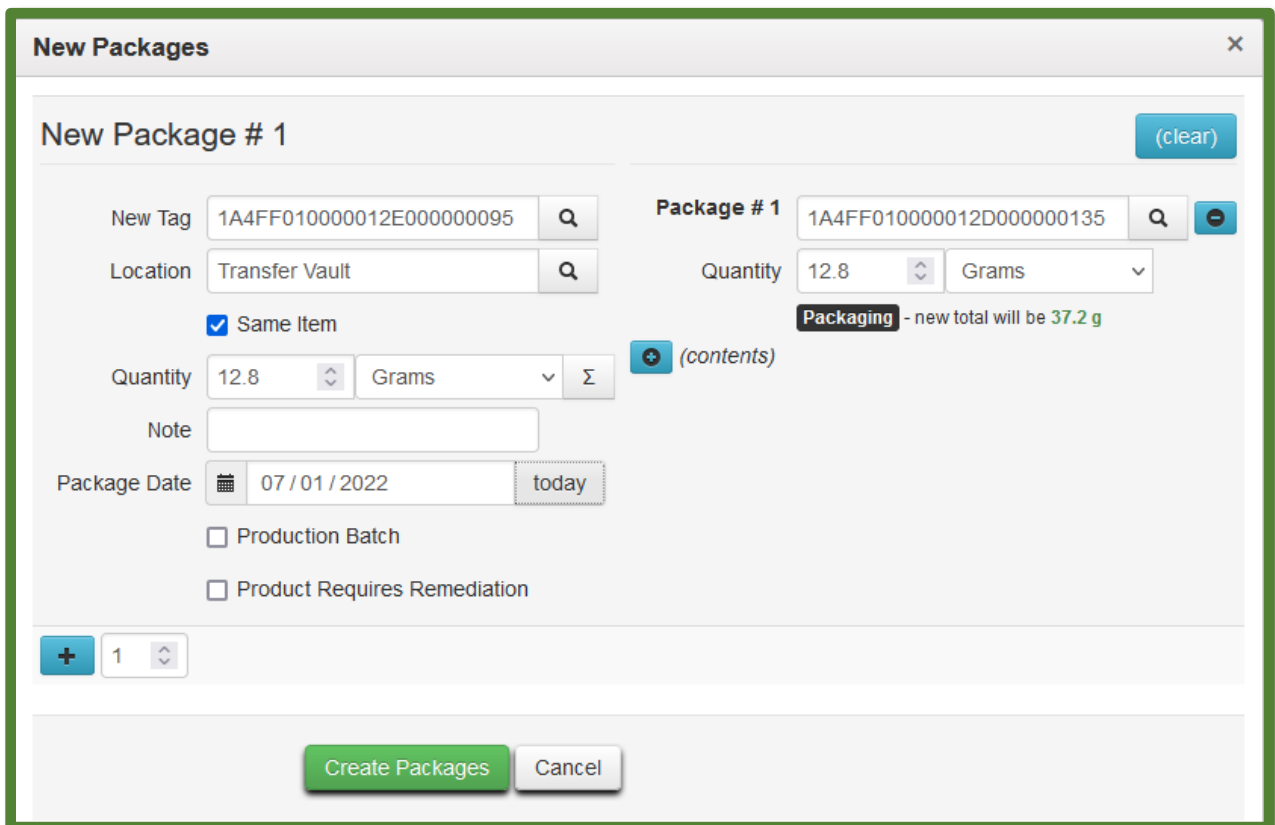




The screenshot shows the Metrc interface with a top navigation bar containing tabs: Active, On Hold, Inactive, and In Transit. Below this is a row of action buttons: New Packages (highlighted with a red box), Submit for Testing, Remediate, Create Plantings, and New Transfer. A second row of buttons includes Change Locations, Change Items, Change Req'd LTBs, Adjust, and Finish. Below the buttons is a table with columns: Tag, Item, Category, and Item Strain. The first row of the table contains the following data: Tag: ABCDEF012345670000013802, Item: Buds - Blue Dream, Category: Buds, Item Strain: Blue Dream.

Figure 3: Select Source Package & New Packages button to create a Reserve Sample

Once the action window is open, indicate the new Reserve Sample Tag Number, Location, Item Name, Quantity, and Package Date. In **Figure 4** (shown below), the reserve sample of “Pineapple Express Buds”, the package being created is a non-test sample package.



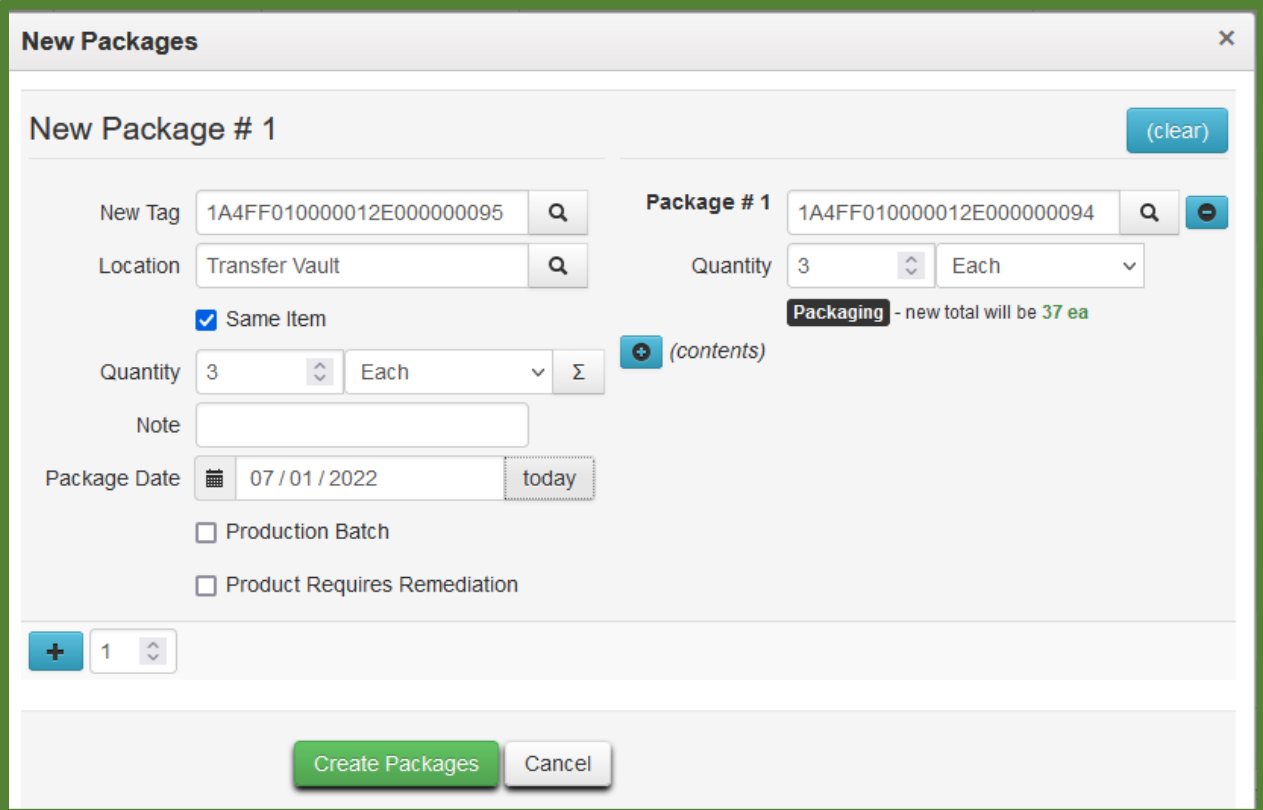
The screenshot shows the 'New Packages' window with a title bar and a close button. The main content area is titled 'New Package # 1' and includes a '(clear)' button. The form contains the following fields and controls:

- New Tag:** 1A4FF010000012E0000000095 (with a search icon)
- Location:** Transfer Vault (with a search icon)
- Package # 1:** 1A4FF010000012D0000000135 (with a search icon and a minus icon)
- Quantity:** 12.8 (with a dropdown menu set to Grams)
- Packaging:** - new total will be 37.2 g
- Same Item:** ☒ (checked)
- Quantity:** 12.8 (with a dropdown menu set to Grams and a sum icon)
- Note:** (empty text field)
- Package Date:** 07/01/2022 (with a calendar icon and a 'today' button)
- Production Batch:** ☐ (unchecked)
- Product Requires Remediation:** ☐ (unchecked)
- Count:** 1 (with a plus icon and a dropdown menu)

At the bottom of the window are two buttons: 'Create Packages' and 'Cancel'.

Figure 4: Creating Reserve Sample

In **Figure 5**, the “Brownies 40mg” reserve sample, the package being created is a non-test sample package.



**New Packages**

**New Package # 1** (clear)

New Tag: 1A4FF010000012E0000000095

Location: Transfer Vault

☒ Same Item

Quantity: 3 Each

Note:

Package Date: 07/01/2022 today

☐ Production Batch

☐ Product Requires Remediation

1

**Package # 1** 1A4FF010000012E0000000094

Quantity: 3 Each

**Packaging** - new total will be 37 ea

(contents)

**Figure 5: Example of Creating Reserve Sample for Infused Edible**

In addition to information provided in this bulletin, a video is available in the [Metrc Knowledge Center](#) that explains the process.

Please contact Metrc Support at [support@metrc.com](mailto:support@metrc.com) or call 877-566-6506 with questions.

<b>Bulletin Number:</b> OK_IB_010	<b>Distribution Date:</b> 7/14/22	<b>Effective Date:</b> Ongoing
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> Packaging Plant Waste	
<b>Reason:</b> Metrc is providing guidance on the functionality that should be used to package all MMJ waste, transfer it to a waste permit facility, and adjusted it down to zero and finished.		

Greetings Metrc Users,

Metrc in conjunction with OMMA, is providing guidance on the process that should be used in Metrc to record waste disposal transfers. The bulletin explains the following steps:

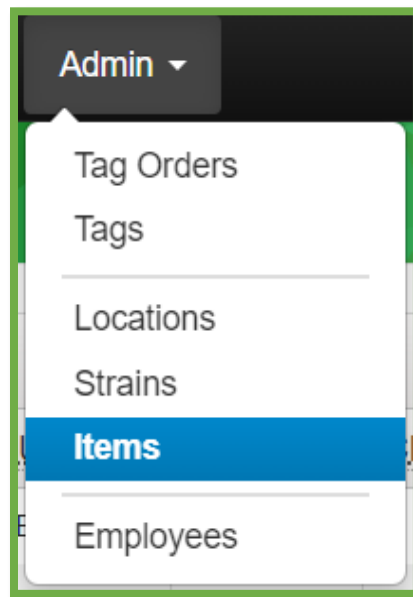
- I. Create MMJ Waste Items
- II. Create MMJ Waste Packages from Trimming
- III. Create MMJ Waste Packages from Harvests
- IV. Create MMJ Waste Packages from Packages
- V. Packaging Clones into Clone Waste Packages
- VI. Transferring MMJ Waste Packages
- VII. Adjusting and Finishing MMJ Waste Packages (Waste Permit Only)

Any questions on what must be packaged as waste and transferred to a waste disposal facility should be directed to OMMA compliance.

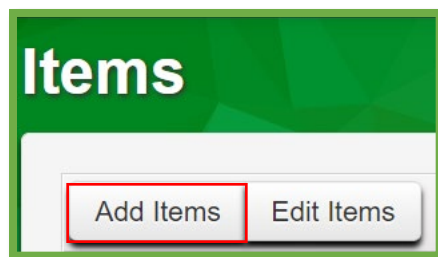
Please find on the following pages a detailed description of the functionality:

## Create Waste Items

Before MMJ Waste packages can be created in Metrc, items will need to be assigned to them. Items will need to be created in order to properly assign waste to include “MMJ Clone Waste”, “MMJ Package Waste” and “MMJ Plant Waste”. To do this, navigate to the Items page under the Admin area shown in **Figure 1**. Once there, utilize the “Add Items” button to trigger the action window as shown in **Figure 2**.



**Figure 1: Navigate to Items Screen**



**Figure 2: Add Items Button**

This button will trigger the action window to create their MMJ Waste items. Users should be creating MMJ Waste items for Packages and Plants while utilizing the “MMJ Waste” item category. For Clones, use the item category “MMJ Clone Waste”. The name should clearly indicate for which type of waste the item is intended to be used as shown in **Figure 3**.

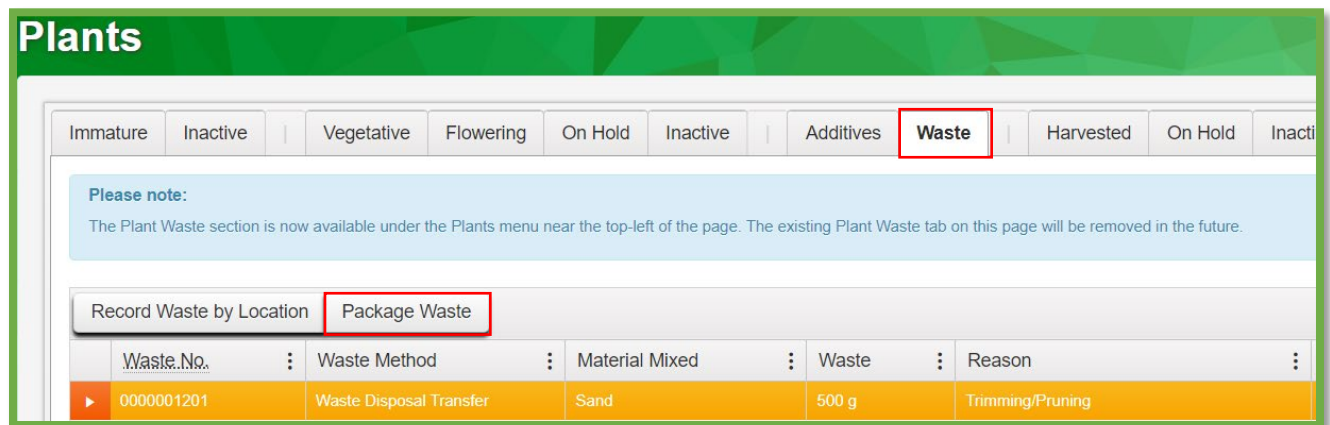
### Figure 3: Create MMJ Waste Items

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## Create MMJ Waste Package from Trimming

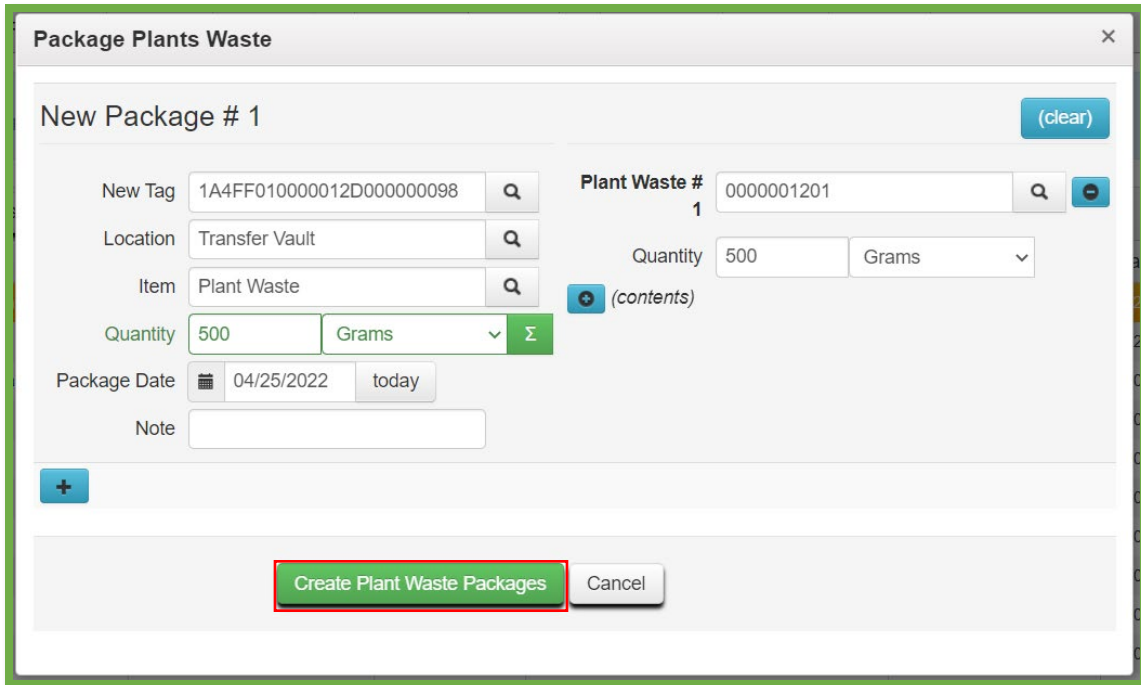
To create an MMJ Waste package from trimming, navigate to the Plants area using the top navigational bar and select the “Waste” tab within that page. Once there, select the waste that is being packaged and use the “Package Waste” button to begin the process. This step is shown below in **Figure 4**.

*Please Note: When creating the waste entry, ensure that you are using the “**Waste Disposal Transfer**” as the waste method.*



**Figure 4: Select the Plant Waste for Packaging**

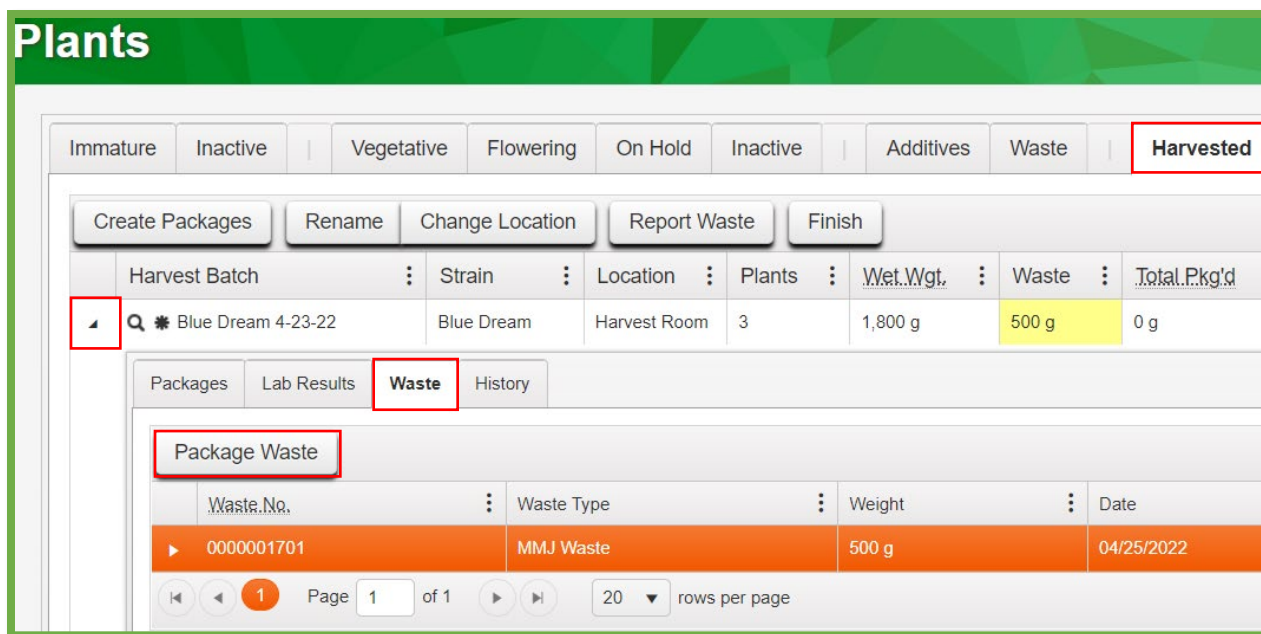
The “Package Waste” button will trigger an action window to input the information about the waste package. The user should use the plant waste item created previously the intended location, package tag number, and weight of the waste package. Once the information is entered, use the “Create Plant Waste Packages” button to complete the process. This step is shown below in **Figure 5**.



**Figure 5: Create Plant Waste Package Action Window**

### **Create MMJ Waste Package from Harvest**

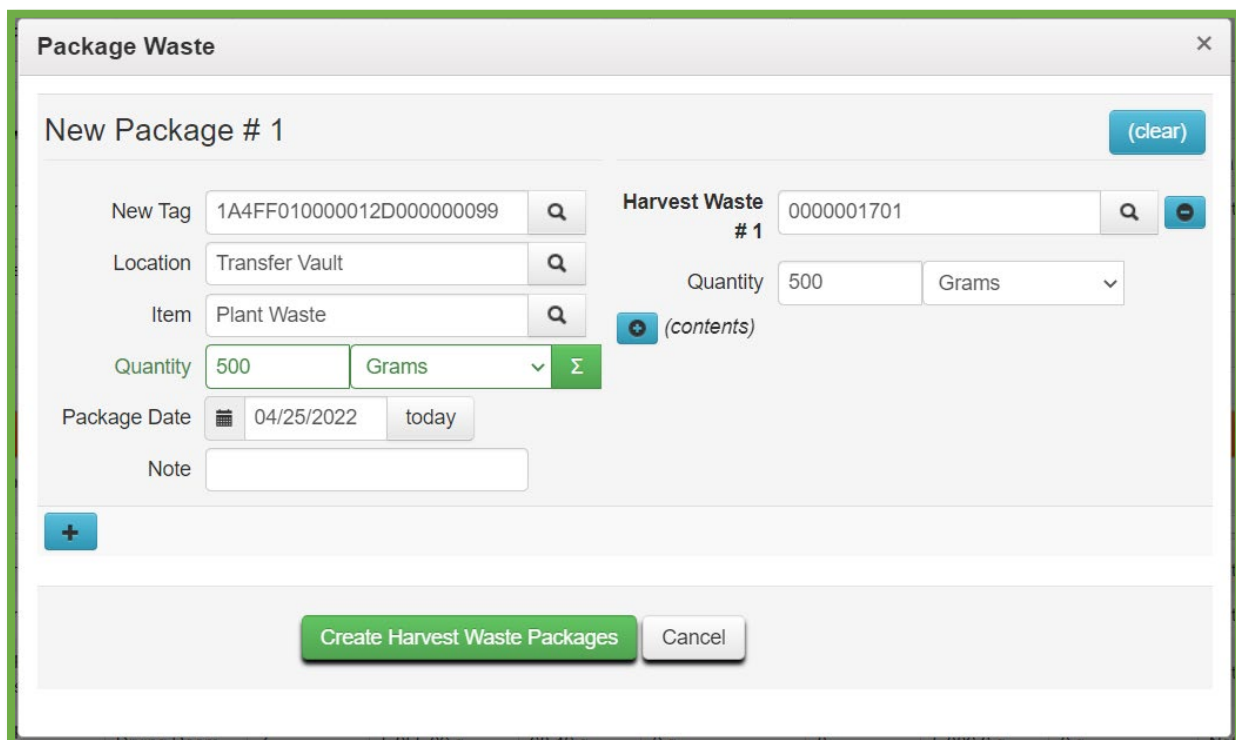
To create MMJ Waste packages from a harvest batch, navigate to the Plants area and select the “Harvested” tab and then select the harvest that has already recorded plant waste and drill down on the harvest using the caret (arrow) on the left-hand side and click the “Waste” tab under the harvest. Then, select the waste entry being packaged and use the “Package Waste” button. This step is shown below in **Figure 6**.



Immature	Inactive	Vegetative	Flowering	On Hold	Inactive	Additives	Waste	Harvested																						
<div>Create Packages   Rename   Change Location   Report Waste   Finish</div> <table><thead><tr><th>Harvest Batch</th><th>Strain</th><th>Location</th><th>Plants</th><th>Wet.Wgt.</th><th>Waste</th><th>Total.Pkg'd</th></tr></thead><tbody><tr><td>Blue Dream 4-23-22</td><td>Blue Dream</td><td>Harvest Room</td><td>3</td><td>1,800 g</td><td>500 g</td><td>0 g</td></tr></tbody></table> <div>Package Waste   Lab Results   History</div> <table><thead><tr><th>Waste.No.</th><th>Waste Type</th><th>Weight</th><th>Date</th></tr></thead><tbody><tr><td>0000001701</td><td>MMJ Waste</td><td>500 g</td><td>04/25/2022</td></tr></tbody></table> <div>Page 1 of 1   20 rows per page</div>									Harvest Batch	Strain	Location	Plants	Wet.Wgt.	Waste	Total.Pkg'd	Blue Dream 4-23-22	Blue Dream	Harvest Room	3	1,800 g	500 g	0 g	Waste.No.	Waste Type	Weight	Date	0000001701	MMJ Waste	500 g	04/25/2022
Harvest Batch	Strain	Location	Plants	Wet.Wgt.	Waste	Total.Pkg'd																								
Blue Dream 4-23-22	Blue Dream	Harvest Room	3	1,800 g	500 g	0 g																								
Waste.No.	Waste Type	Weight	Date																											
0000001701	MMJ Waste	500 g	04/25/2022																											

**Figure 6: Select Harvest Plant Waste for the MMJ Waste Package**

This button will trigger the action window to record the same information entered for non-harvest plant waste in the section above and create the MMJ Waste package. This step is shown below in **Figure 7**.



Package Waste

New Package # 1

New Tag: 1A4FF010000012D000000099

Location: Transfer Vault

Item: Plant Waste

Quantity: 500 Grams

Package Date: 04/25/2022

Note:

Harvest Waste #1: 0000001701

Quantity: 500 Grams

(contents)

Create Harvest Waste Packages

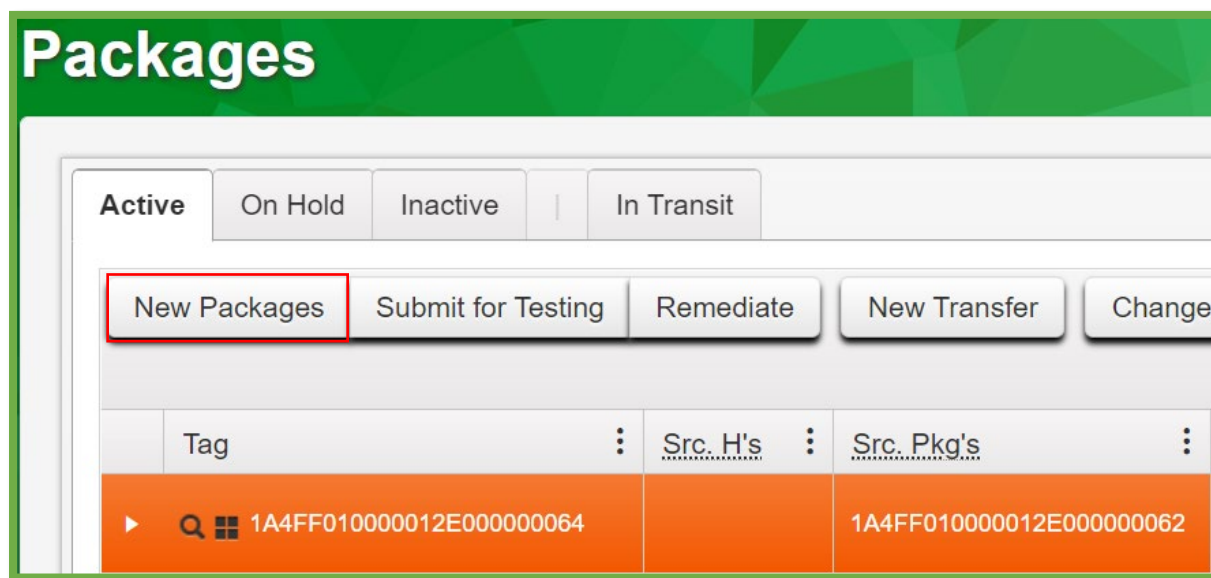
Cancel

**Figure 7: Create the MMJ Waste Package from Harvest**



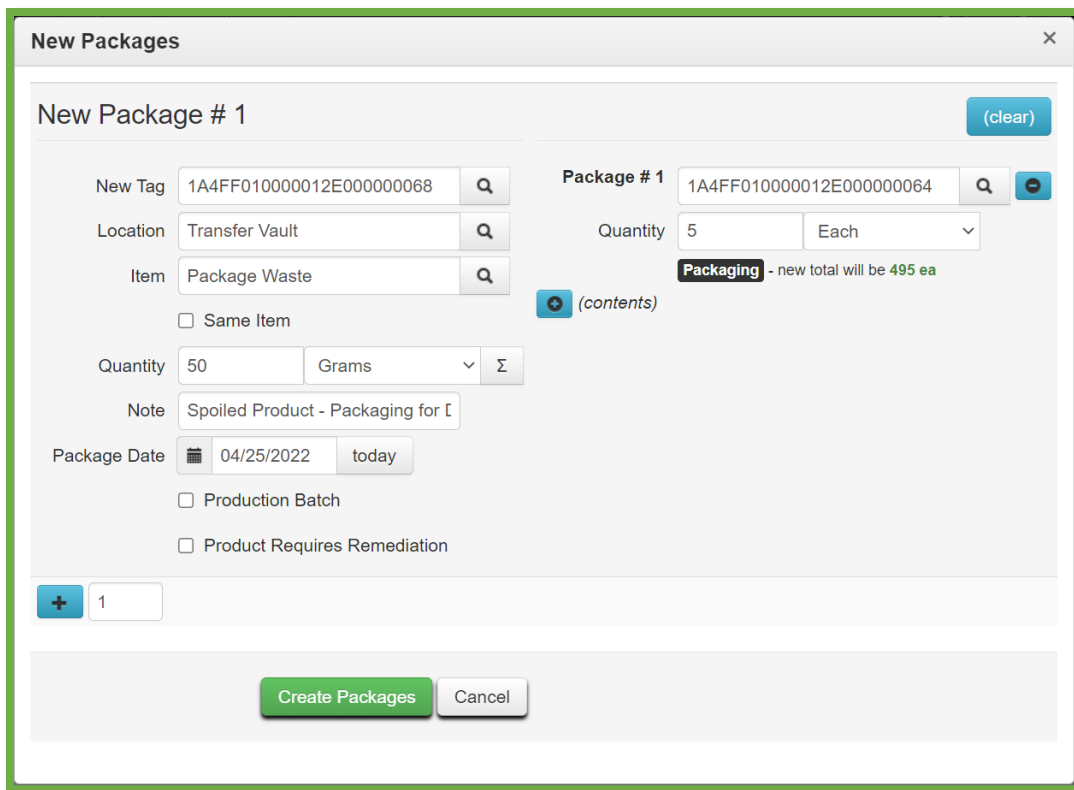
## Create MMJ Waste Packages from Packages

To create MMJ Waste packages from other packages, navigate to the Packages area using the top navigational bar and select the package to be packaging waste from and use the “New Packages” button. This step is shown below in **Figure 8**.



**Figure 8: Select the Package to Create the MMJ Waste Package**

This button will trigger an action window to create a new package by indicating how much is being removed from the selected package on the right side of the action window and fill in the new package information on the left side. Once all the information is entered, use the “Create Packages” button to complete the process, as seen below in **Figure 9**.



**New Packages**

New Package # 1 (clear)

New Tag: 1A4FF010000012E000000068 Q

Location: Transfer Vault Q

Item: Package Waste Q

☐ Same Item

Quantity: 50 Grams Σ

Note: Spoiled Product - Packaging for I

Package Date: 04/25/2022 today

☐ Production Batch

☐ Product Requires Remediation

+ 1

Package # 1 1A4FF010000012E000000064 Q ⊖

Quantity: 5 Each ⌵

**Packaging** - new total will be 495 ea

+ (contents)

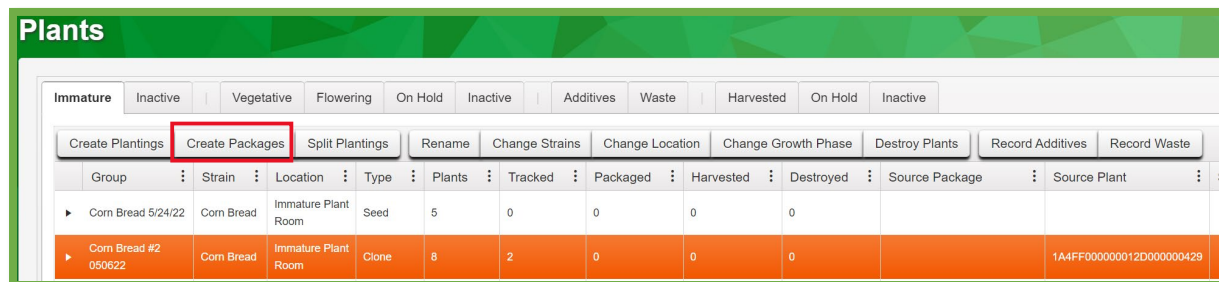
Create Packages Cancel

**Figure 9: Create Package MMJ Waste Action Window**

## **Packaging Clones into Clone Waste Packages**

To create MMJ Clone Waste packages from an immature (Clone) batch, navigate to the Plants area and select the “Immature” tab and then select the plant batch you wish to package into Clone Waste.

Next, select the “Create Packages” button. This step is shown below in **Figure 10**.



**Plants**

Immature Inactive Vegetative Flowering On Hold Inactive Additives Waste Harvested On Hold Inactive

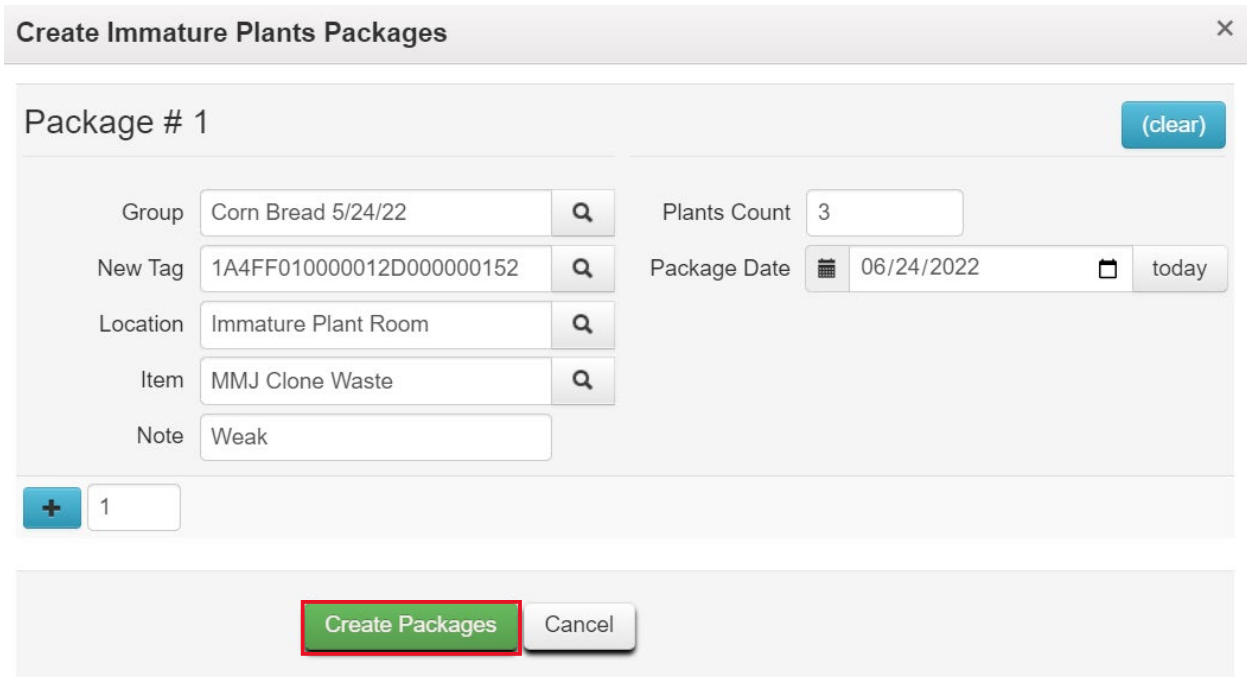
Create Plantings Create Packages Split Plantings Rename Change Strains Change Location Change Growth Phase Destroy Plants Record Additives Record Waste

Group	Strain	Location	Type	Plants	Tracked	Packaged	Harvested	Destroyed	Source Package	Source Plant
▶ Corn Bread 5/24/22	Corn Bread	Immature Plant Room	Seed	5	0	0	0	0		
▶ Corn Bread #2 050622	Corn Bread	Immature Plant Room	Clone	8	2	0	0	0		1A4FF000000012D0000000429

**Figure 10: Select Immature Plant Batch to Create Waste Package**

This button will trigger an action window to assign a tag to the selected immature plant batches, a location, and the new item “MMJ Clone Waste”. Input how many plants are being disposed of, followed by selecting the date.

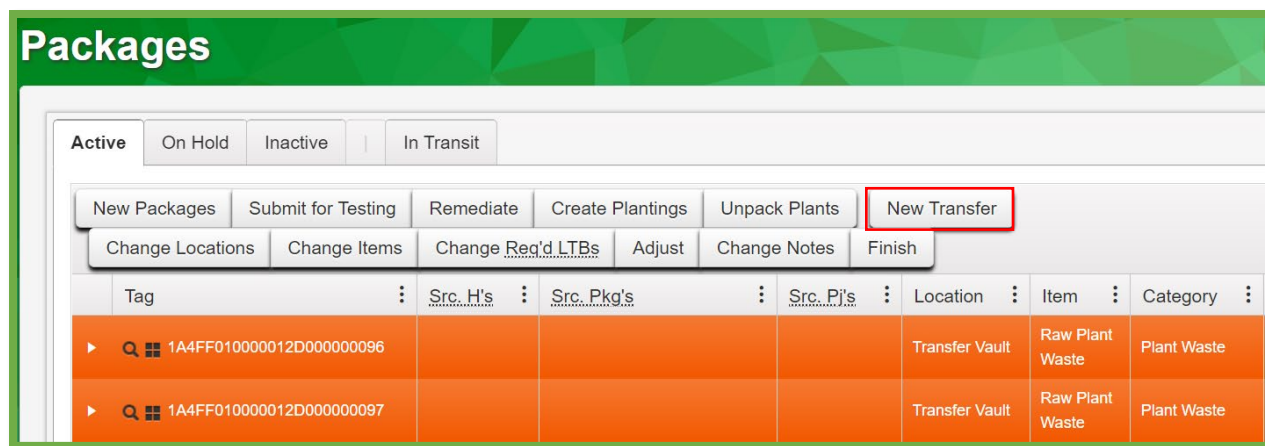
Once all the information is entered, use the “Create Packages” button to complete the process, as seen below in **Figure 11**.



**Figure 11: Create “MMJ Clone Waste” Package from Immature Plants Batch**

### Transferring MMJ Waste Packages

Once the MMJ Waste packages have been created, they should be transferred to a Waste Permit facility to be destroyed. To create the transfer, select the packages that will be included in the transfer on the packages grid and use the “New Transfer” button. This step is shown below in **Figure 12**.



**Figure 12: Select MMJ Waste Packages and Create a Transfer**

This button will prompt an action window to create the outgoing transfer. The “Waste Disposal” transfer type will need to be used and enter the destination and transporter license number for the Waste Permit facility. Additionally, indicate the employee badge number of the agent and vehicle information for the agent picking up the transfer.

Once the information is input and reviewed for accuracy, use the “Register Transfer” button to create the transfer as seen in **Figure 13**.

Destination 1
WPAAA-XXXX-XXXX
Q
(clear)

Planned Route
GPS Generated Route

Type
Waste Disposal
v

Est. Departure
04/25/2022
today
09 : 18 AM

Est. Arrival
04/25/2022
today
09 : 18 AM

Transport # 1
WPAAA-XXXX-XXXX
Q
(clear)

Phone No.
1234567890
(use default)
☐ Layover

Driver 1
John Doe
Q
(clear)

Driver's Name
John Doe

Employee ID
TA-AAA-AAAA

Driver's Lic. No.
OKDL001

Vehicle 1
ABCDXYZ
Q

Vehicle Make
Toyota

Vehicle Model
White Van

License Plate
ABCDXYZ

Package # 1
1A4FF010000012D0000000096
Q

Package # 2
1A4FF010000012D0000000097
Q

(destination)

**Figure 13: Create Waste Disposal Transfer Action Window**

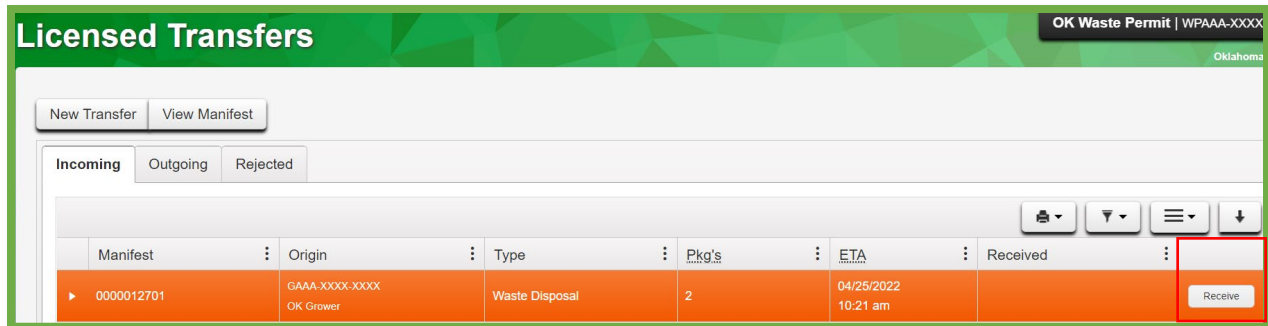
© Metrc LLC, 2022

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## Receiving and Finishing MMJ Waste Packages

For the Waste Permit facilities, Waste Disposal transfers will need to be received, then adjust and finish these packages in Metrc as they are physically destroyed. To receive the MMJ Waste packages, navigate to their Transfers area by using the top navigational bar and selecting the Incoming tab.

Then, select the incomplete transfer and use the “Receive” button on the right-hand side as seen below in **Figure 14**.



**Licensed Transfers** OK Waste Permit | WPAAA-XXXX Oklahoma

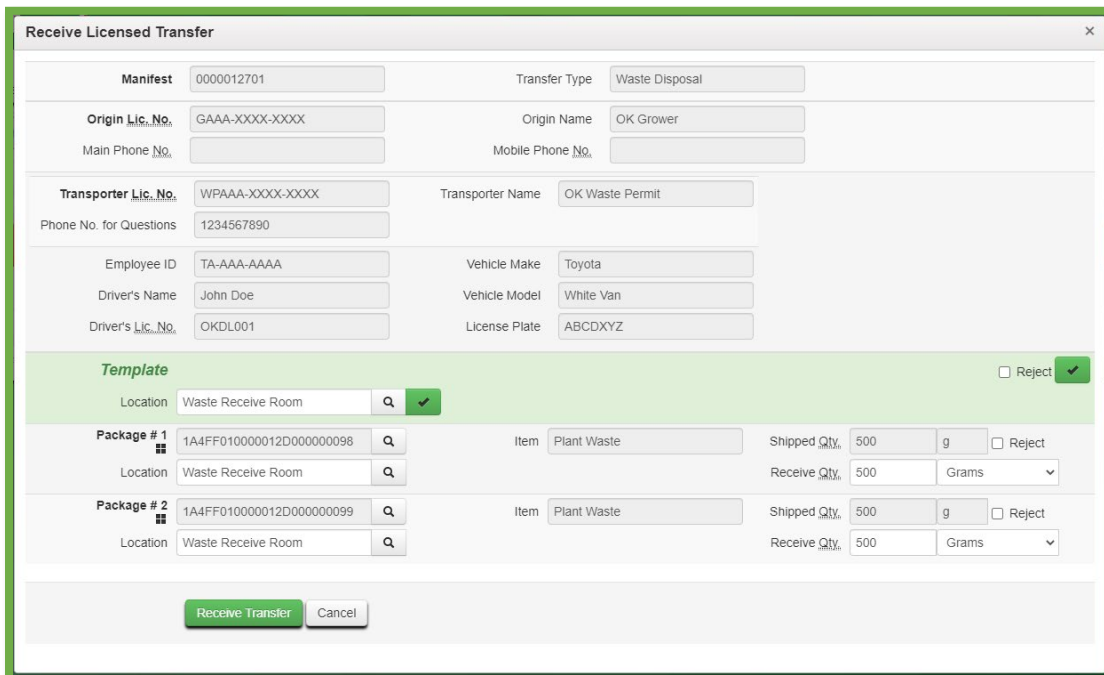
New Transfer View Manifest

Incoming Outgoing Rejected

Manifest	Origin	Type	Pkg's	ETA	Received
▶ 0000012701	GAAA-XXXX-XXXX OK Grower	Waste Disposal	2	04/25/2022 10:21 am	<span>Receive</span>

**Figure 14: Select Transfer and Receive Button**

This button will prompt an action window to indicate acceptance of all packages and locations where these packages were being stored. This step is shown below in **Figure 15**.



**Receive Licensed Transfer**

Manifest: 0000012701 Transfer Type: Waste Disposal

Origin Lic. No.: GAAA-XXXX-XXXX Origin Name: OK Grower  
Main Phone No.: Mobile Phone No.:

Transporter Lic. No.: WPAAA-XXXX-XXXX Transporter Name: OK Waste Permit  
Phone No. for Questions: 1234567890

Employee ID: TA-AAA-AAAA Vehicle Make: Toyota  
Driver's Name: John Doe Vehicle Model: White Van  
Driver's Lic. No.: OKDL001 License Plate: ABCDXYZ

**Template** Reject ☒

Location: Waste Receive Room Q ☒

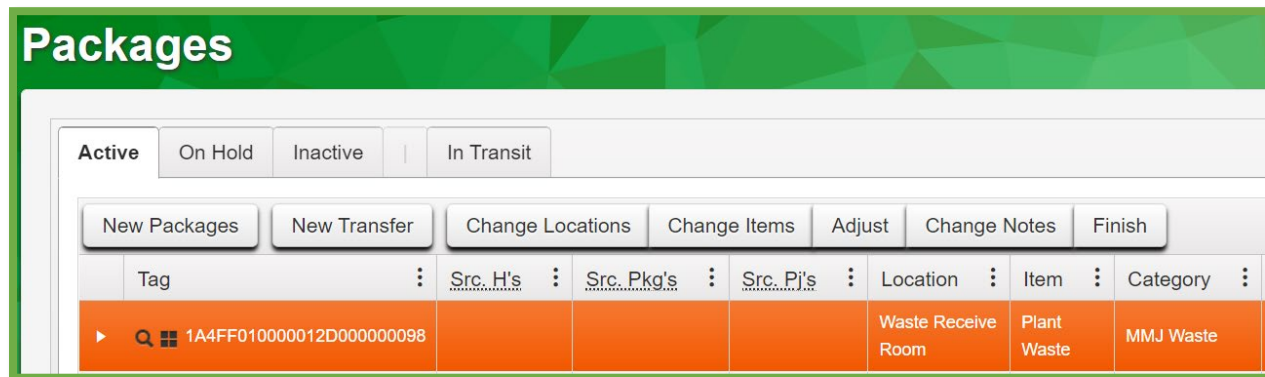
**Package # 1**  
1A4FF010000012D000000098 Q Item: Plant Waste Shipped Qty: 500 g Reject  
Location: Waste Receive Room Q Receive Qty: 500 Grams ▼

**Package # 2**  
1A4FF010000012D000000099 Q Item: Plant Waste Shipped Qty: 500 g Reject  
Location: Waste Receive Room Q Receive Qty: 500 Grams ▼

Receive Transfer Cancel

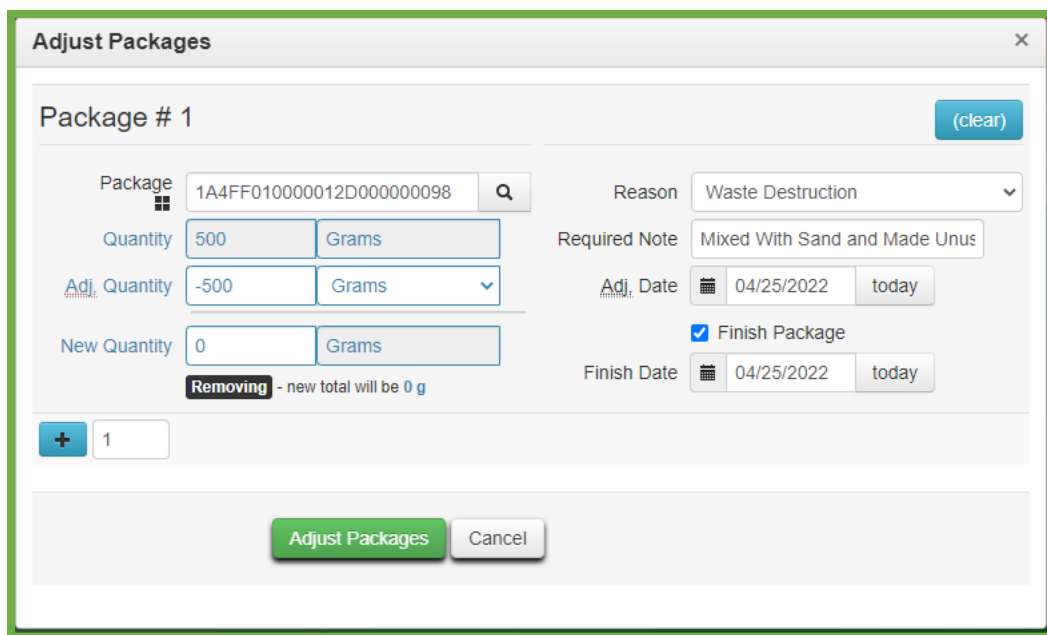
**Figure 15: Accept Transfer Action Window**

Once the transferred packages have been accepted into your inventory. Then adjust the package down and finish as the contents are physically destroyed. To perform this action, navigate to the package page, select the package, and use the “Adjust” button to begin the process as seen below in **Figure 16**.



**Figure 16: Select MMJ Waste Package for Destruction**

This button will prompt an action window to deduct the package down to a zero-quantity and finish the package. The “Waste Destruction” reason should be used and enter the destruction method in the required note field as seen below in **Figure 17**.



**Figure 17: Waste Destruction Adjustment Action Window**

Please feel free to contact support at [support@metrc.com](mailto:support@metrc.com) or 877-566-6506 with any questions.

<b>Bulletin Number:</b> OK_IB_15	<b>Distribution Date:</b> 11/2/22	<b>Effective Date:</b> 11/3/22
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> New Update in Metrc	
<b>Reason:</b> Metrc is providing an update on our upcoming feature release.		

Greetings Metrc Users,

Metrc is pleased to provide information that on November 3<sup>rd</sup>, 2022 our newest updates will be available within the software. These enhancements, fixes, or document updates include:

- I. New package detail tab for source harvest batch information
- II. New package detail tab for lab test batch results

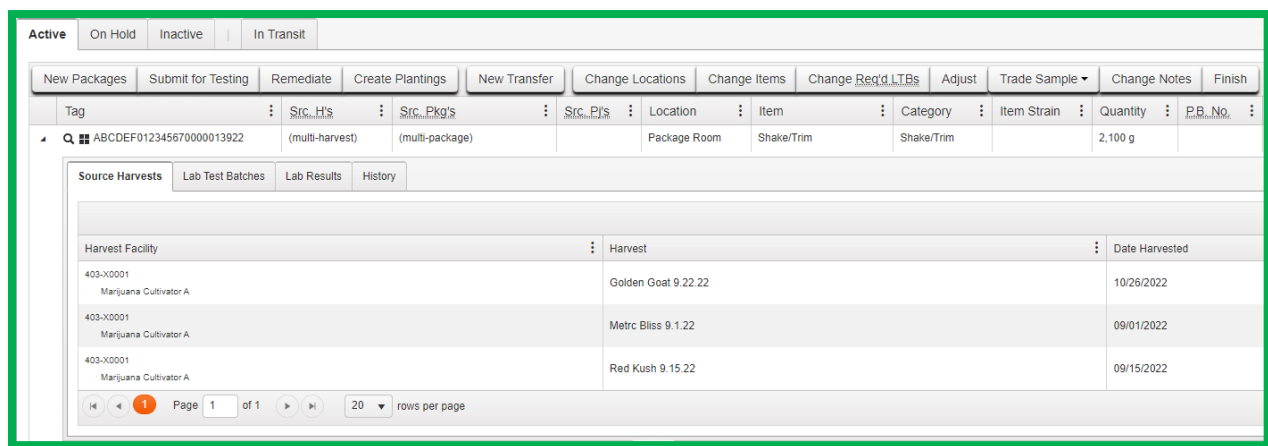
Please find on the following pages a detailed description of the enhancements:



## Source Harvest Tab

Metrc has added a new tab within the packages drilldown for users to view information on a source harvest(s) that contributed to the creation of the package. This information includes the license that created the harvest, harvest name, and date of the harvest. This will also allow you to view all the harvest information for packages created from multiple harvests.

To view this information, you will drill down on the package details and select the “Source Harvests” tab. This is shown in **Figure 3** below.



The screenshot shows the Metrc interface with the 'Source Harvests' tab selected. The main table displays the following data:

Harvest Facility	Harvest	Date Harvested
403-X0001 Marijuana Cultivator A	Golden Goat 9.22.22	10/26/2022
403-X0001 Marijuana Cultivator A	Metrc Bliss 9.1.22	09/01/2022
403-X0001 Marijuana Cultivator A	Red Kush 9.15.22	09/15/2022

Below the table, there is a pagination bar showing 'Page 1 of 1' and '20 rows per page'.

**Figure 3: Source Harvest Tab**

## Lab Test Batch Package Details

Metrc has added a new tab under within the packages drilldown to provide users more concise information on the lab test batches for which the package was tested. To view this new tab, you can drill down into the package details using the carrot on the far-left side of the package entry, and select the “Lab Test Batches” tab. The information provided will be the lab test batch name, the number of test types performed and required, and the pass/fail status of the results.

If you would like to view the individual tests performed under the test batch, you can drill down on each one to see the results. **Figure 4** is an example of how this information is displayed.

Tag	Strc_H's	Strc_Pkg's	Strc_P's	Location	Item	Category	Item Strain	Quantity	P.B.No.	Lab Testing	A.H.	Date	Rec'd
1A4FF0100000066000000012	Blue Dream 061522	1A4FF0100000066000000008		Package Vault	Pain Pill 50mg 10pk	Infused Non- edible		497 ea	00012	TestPassed	No	07/22/2022	
Source Harvests Lab Test Batches Lab Results History													
Batch NameTest Types PerformedTest Types RequiredStatus													
Infused Products1616Passed (16)													
Test DateOverallTest NameTest PassedResultNotesReleased DateSample PackageItemCategory													
07/22/2022	Passed	Aspergillus Flavus (CFU/g) Infused Products	Passed	0		07/22/2022 12:00 pm	1A4FF01000000660000000014	Pain Pill 50mg 10pk	Infused Non-edible				
07/22/2022	Passed	Aspergillus Fumigatus (CFU/g) Infused Products	Passed	0		07/22/2022 12:00 pm	1A4FF01000000660000000014	Pain Pill 50mg 10pk	Infused Non-edible				
07/22/2022	Passed	Aspergillus Niger (CFU/g) Infused Products	Passed	0		07/22/2022 12:00 pm	1A4FF01000000660000000014	Pain Pill 50mg 10pk	Infused Non-edible				

Figure 4: Lab Test Batches Tab

Please feel free to contact support at [support@metrc.com](mailto:support@metrc.com) or 877-566-6506 with any questions.

Bulletin Number: OK_IB_19	Distribution Date: 1/09/2023	Effective Date: Ongoing
Contact Point: Metrc® Support	Subject: Lab Test Batch and Item Category Guidance	
Reason: This bulletin provides guidance to industry users on the categorization of different products and the corresponding required lab test batches		

Greetings Metrc Users,

Provided below is industry guidance regarding the usage of item categories and corresponding lab test batches. The chart groups the products under each stage of packaging and production in the first column. In each stage, the list of item categories includes common products that would be associated to each item category in the second column. The third column indicates what required lab test batches must be chosen when creating test sample packages.

This guide does not constitute legal advice and OMMA licensees are encouraged to seek private legal counsel.

Please see the following pages for details:

Production Stage/Product	Product Category in Metrc	Lab Test Batch & Required Testing
<b>Finished Plant Material</b>	<b>Raw Plant Material</b> <ul style="list-style-type: none"> <li>• Flower &amp; Buds (Single Harvest, Single Strain)</li> <li>• Shake/Trim (Single Harvest, Single Strain)</li> <li>• Kief (Single or Multi-Harvest)</li> </ul>	<b>Raw Plant Material</b> <ul style="list-style-type: none"> <li>• Microbial</li> <li>• Heavy Metals</li> <li>• Pesticides</li> <li>• Potency (including) <ul style="list-style-type: none"> <li>➢ Total THC</li> <li>➢ Terpenoid Type and Concentration</li> </ul> </li> <li>• Foreign Material</li> <li>• Water Activity</li> <li>• Moisture Content</li> </ul>
	<b>Whole Wet Plant</b> <ul style="list-style-type: none"> <li>• Flash Frozen/Fresh Frozen/Whole Wet Plant</li> </ul>	<b>Flash Frozen/Whole Wet Plant Material</b> <ul style="list-style-type: none"> <li>• Microbial</li> <li>• Heavy Metals</li> <li>• Pesticides</li> <li>• Potency (including) <ul style="list-style-type: none"> <li>➢ Total THC</li> <li>➢ Terpenoid Type and Concentration</li> </ul> </li> <li>• Foreign Material</li> </ul>

Production Stage/Product	Product Category in Metrc	Lab Test Batch & Required Testing
<b>Finished Plant Material</b>	<ul style="list-style-type: none"> <li>Raw Pre-Rolls (Non-Infused Flower Only) – Single Harvest (Previously Tested Flower/Shake/Trim – Test Passed)</li> </ul>	<b>Raw Pre-roll (Single Harvest Batch)</b> <ul style="list-style-type: none"> <li>Potency (including) <ul style="list-style-type: none"> <li>Total THC</li> <li>Terpenoid Type and Concentration</li> </ul> </li> <li>Heavy Metals</li> <li>Foreign Material</li> </ul>
	<ul style="list-style-type: none"> <li>Raw Pre-Rolls (Non-Infused Flower Only) – Multiple Harvest</li> </ul> <p>Raw Pre-Rolls (Non-Infused Flower Only) – Single Harvest – (Untested Flower or Shake/Trim) *</p>	<b>Raw Pre-roll (Multi-Harvest Batch)</b> <ul style="list-style-type: none"> <li>Microbial</li> <li>Heavy Metals</li> <li>Pesticides</li> <li>Potency (including) <ul style="list-style-type: none"> <li>Total THC</li> <li>Terpenoid Type and Concentration</li> </ul> </li> <li>Foreign Material</li> <li>Water Activity</li> <li>Moisture Content</li> </ul>

\*Growers producing non-infused pre-rolls from a single harvest batch of flower, bud, shake, or trim grown on the licensed premise which has passed full compliance testing are required to conduct additional testing on such non-infused pre-rolls only for heavy metals, filth and contaminants and potency. OAC 442:10-8-1(s)(1)(B).

Production Stage/Product	Product Category in Metrc	Required Testing
<b>Cannabis Concentrate/Extract Production Batch A</b>	<b>Concentrate</b> Including but not limited to: <ul style="list-style-type: none"> <li>• Live Resin</li> <li>• Rosin</li> <li>• Hash</li> <li>• Shatter</li> <li>• Oil (Not Vape Oil)</li> <li>• Wax</li> <li>• Budder, Batter, Badder</li> <li>• Crumble</li> <li>• Tinctures- (Final Form Infused Edible or Non-edible category tested as a Concentrate)</li> <li>• Distillate</li> <li>• Vape Carts (Final Form Infused Non-Edible tested as a Concentrate)</li> <li>• Isolates &amp; Crystalline Diamonds</li> <li>• Sap</li> <li>• Sugar</li> </ul>	<b>Solvent Based Concentrate &amp; Non-Solvent Concentrate</b> <ul style="list-style-type: none"> <li>• Microbials</li> <li>• Mycotoxins</li> <li>• Residual Solvents</li> <li>• Heavy Metal</li> <li>• Pesticides</li> <li>• Potency (including)                             <ul style="list-style-type: none"> <li>➤ Total THC</li> <li>➤ Terpenoid Type and Concentration</li> </ul> </li> <li>• Foreign Material</li> </ul>

Production Stage/Product	Product Category in Metrc	Required Testing
<p><b>Marijuana Infused Products</b></p> <p><b>Production Batch B</b></p>	<p><b>Infused Edible</b></p> <p>Including but not limited to:</p> <ul style="list-style-type: none"> <li>• Cookies, Cakes, Brownies</li> <li>• Gummy products</li> <li>• Beverages–Non-Dairy</li> <li>• Syrup</li> </ul> <p><b>Infused Non- Edible</b></p> <p>Including but not limited to:</p> <ul style="list-style-type: none"> <li>• Metered Dose Nasal Spray Products</li> <li>• Pressurized Metered Dose Inhaler Products</li> <li>• Rectal/Vaginal Administration Products (Suppositories)</li> <li>• Topicals (Salves, Balms, Pain Patches)</li> <li>• Capsules/Lozenges/ Pain Pills</li> <li>• Transdermal Patches</li> <li>• Oral Sprays</li> <li>• Caviar</li> <li>• Moon Rocks</li> <li>• Flower (Infused)</li> </ul>	<p><b>Infused Edible†</b></p> <ul style="list-style-type: none"> <li>• Microbials</li> <li>• Mycotoxins</li> <li>• Potency (including) <ul style="list-style-type: none"> <li>➢ Total THC</li> <li>➢ Terpenoid Type and Concentration</li> </ul> </li> <li>• Pesticides</li> <li>• Foreign Material</li> </ul> <p><b>Infused Non-Edible†</b></p> <ul style="list-style-type: none"> <li>• Microbials</li> <li>• Mycotoxins</li> <li>• Potency (including) <ul style="list-style-type: none"> <li>➢ Total THC</li> <li>➢ Terpenoid Type and Concentration</li> </ul> </li> <li>• Pesticides</li> <li>• Foreign Material</li> </ul>

<b>Marijuana Infused Products</b>  <b>Production Batch B</b>	<b>Infused Non-Edible</b> <ul style="list-style-type: none"> <li>• Pre-Rolls (Infused)</li> </ul>	<b>Infused Non-Edible (Additional Heavy Metals ††)</b> <ul style="list-style-type: none"> <li>• Microbials</li> <li>• Mycotoxins</li> <li>• Potency (including) <ul style="list-style-type: none"> <li>➤ Total THC</li> <li>➤ Terpenoid Type and Conc.</li> </ul> </li> <li>• Pesticides</li> <li>• Foreign Material</li> <li>• Heavy Metals</li> </ul>
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†Assumes the same licensed processor is not creating both the concentrate and the final product. Licensed processors creating both the concentrate and the final product are not required test for solvents, chemical residue, metals where the concentrate used to make the infused product was tested for solvents, chemical residue and metals previously and the lots was found to be within established limits. OAC 442:10-8-1(i)(3) and (i)(4)(C).

†† Infused pre-rolls are required to undergo additional testing for metals regardless of whether the concentrate used to make the infused pre-roll was previously tested for heavy metals and found to be within established limits. OAC 442:10-8-1(i)(4)(C).

*Please feel free to contact Support at [support@metrc.com](mailto:support@metrc.com) or 877-566-6506 with any questions.*